NASA Procedural Requirements

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COMPLIANCE IS MANDATORY

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Subject: Senior Executive Service Career Appointee Merit Staffing in NASA w/Change 1 (3/29/04)

Responsible Office: Office of Human Capital Management

Chapter 2: Responsibility

2.1. Executive Resources Board

The NASA ERB advises the Administrator on the overall management of NASA senior executives, including competitive recruitment and selection, SES appointments, performance appraisal and recognition, and compensation. It also conducts the SES merit staffing program for the Administrator.

2.2. Institutional Program Officers

Enterprise Associate Administrators with the dominant activity at a NASA Center serve as Institutional Program Officers (IPO`s). They exercise oversight of the NASA executive resources system within their Headquarters organization and the Centers where their activity is dominant and recommend selections for SES positions within their Headquarters organization and concur with selections recommended by EPM`s at Centers where their activity is dominant.

2.3. Executive Position Managers

NASA Executive Position Managers (EPM`s) are Center Directors, Associate Administrators, and other Officials-in-Charge of Headquarters Offices. They manage Executive Resources Panels (ERP`s) for positions within their respective organization (with oversight resting with the IPO`s, if applicable), recommend selections for SES positions within their organization, and implement the policies of NASA as recommended by the ERB and approved by the Administrator.

2.4. Executive Resources Panel

A NASA ERP consists of three or more employees appointed by the EPM to identify development candidates for SES career positions and to identify qualified candidates for vacant SES career positions when recruitment outside the SES is undertaken. The ERP may be appointed to serve a fixed term or may be appointed to assist the EPM in connection with a specific requirement. The ERP may include or be comprised of employees outside of the EPM's organization, although a majority of the ERP must be comprised of career employees in the SES. ERP members from other agencies are permitted.

2.4.1. Under the direction of the EPM, ERP`s are responsible for the following:

2.4.1.1. Establishing position qualification standards.

2.4.1.2. Developing SES vacancy announcements (the five Executive Core Qualifications are incorporated into the announcement as the managerial qualification requirement).

2.4.1.3. Notifying the NASA Personnel Division of the need to fill a vacancy by submitting a NASA Form 1669 in advance, to ensure coordination at the ERB staff level, and OPM.

2.4.1.4. Recruiting SES candidates from a wide range of sources, including those with potential for providing minority and female candidates and candidates with disabilities.

2.4.1.5. Establishing local selection procedures consistent with law and regulation and this NPG.

2.4.1.6. Discussing possible conflict of interest issues with SES candidates.

2.4.1.7. Recommending highly qualified candidates to the EPM for consideration.

2.4.1.8. Investigating, recommending, or taking actions necessary to satisfy inquiries concerning SES staffing issues.

2.4.1.9. Documenting merit staffing actions.

2.5. NASA Personnel Division

The NASA Personnel Division (Code FP) staffs recommended selections for SES appointment to the Administrator and OPM for approval, and provides advice and assistance to Center Personnel Offices, EPM`s, ERP`s and the Administrator throughout the process.

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